

Sample Letter #1
Local Mitigation Plan Approval

January 1, 2009

Mr. Joe SHMO
State Department of Emergency Management
123 Main Street
Capitol City, US 12345

Dear Mr. SHMO:

I am pleased to inform you that the Federal Emergency Management Agency (FEMA), within the Department of Homeland Security (DHS), formally approves the ***City of Hazardsville Multi-hazard Mitigation Plan***. The referenced plan was officially adopted by the City of Hazardsville by resolution on December 13, 2008. FEMA's approval of the City of Hazardsville Multi-hazard Mitigation Plan will be for a period of five years through January 1, 2014, effective starting the date of this letter.

FEMA Region XI has concluded its review of the referenced plan in conformance with Title 44 Code of Federal Regulations (CFR) Part 201, *Mitigation Planning* and using FEMA's *Multi-Hazard Mitigation Planning Guidance*, the official guidance to develop and review new and updated mitigation plans to meet the requirements of 44 CFR 201. The attached Local Hazard Mitigation Plan Review Crosswalk documents the Region's review and the City's compliance with all required elements of 44 CFR Part 201.6.

The approval of this plan ensures the jurisdiction's continued eligibility for the next five years for project grants under FEMA's hazard mitigation assistance programs, including Hazard Mitigation Grant Program, Pre-Disaster Mitigation, Flood Mitigation Assistance and Severe Repetitive Loss grant programs. All requests for funding, however, will be evaluated individually according to the specific eligibility and other requirements of the particular program under which applications are submitted.

Prior to January 1, 2014, the City will be required to review and revise its plan to reflect changes in development, progress in local mitigation efforts, and changes in priorities, and resubmit it for approval in order to continue to be eligible for mitigation project grant funding.

If you have any questions, please contact _____, Community Mitigation Planner, at xxx-xxx-xxxx.

Sincerely,

_____, Director
Mitigation Division

Enclosure

Sample Letter #2
Multi-Jurisdictional Mitigation Plan Approval

January 1, 2009

Mr. Joe SHMO
State Department of Emergency Management
123 Main Street
Capitol City, US 12345

Dear Mr. SHMO:

I am pleased to inform you that the Federal Emergency Management Agency (FEMA), within the Department of Homeland Security (DHS), formally approves the ***Hazards County Multi-jurisdictional Mitigation Plan*** for a period of five years through January 1, 2014, effective starting the date of this letter.

FEMA Region XI has concluded its review of the referenced plan in conformance with Title 44 Code of Federal Regulations (CFR) Part 201, *Mitigation Planning* and using FEMA's *Multi-Hazard Mitigation Planning Guidance*, the official guidance to develop and review new and updated mitigation plans to meet the requirements of 44 CFR 201. The attached Local Hazard Mitigation Plan Review Crosswalk documents the Region's review of the Plan's compliance with all required elements of 44 CFR Part §201.6.

The attached Local Hazard Mitigation Plan Review Crosswalk plan lists all of the identified participating jurisdictions. However, FEMA has not received documentation of adoption for all participating jurisdictions as of the date of this letter. Therefore, this letter conveys FEMA's formal approval of the referenced plan for the following jurisdictions:

<u>Jurisdiction</u>	<u>Date of Adoption</u>
Hazards County	December 3, 2008
Town of Hazardsville	December 4, 2008
Town of Midway	December 12, 2008

The remaining participating jurisdictions will receive FEMA approval upon FEMA's receipt of their plan adoption resolutions as long as the adoptions are dated no more than one year from the date of this letter. In addition, the expiration date of FEMA's approval of the ***Hazards County Multi-jurisdictional Mitigation Plan*** applies for all jurisdictions, regardless of different adoption dates.

Sample Letter #2
Multi-Jurisdictional Mitigation Plan Approval

Page 2

The approval of this plan ensures the jurisdictions' continued eligibility for the next five years for project grants under FEMA's hazard mitigation assistance programs, including Hazard Mitigation Grant Program, Pre-Disaster Mitigation, Flood Mitigation Assistance and Severe Repetitive Loss grant programs. All requests for funding, however, will be evaluated individually according to the specific eligibility and other requirements of the particular program under which applications are submitted.

Prior to January 1, 2014, all participating jurisdictions will be required to review and revise their plan to reflect changes in development, progress in local mitigation efforts, and changes in priorities, and resubmit their plan for approval in order to continue to be eligible for mitigation project grant funding.

If you have any questions, please contact _____, Community Mitigation Planner, at xxx-xxx-xxxx.

Sincerely,

_____, Director
Mitigation Division

Enclosure

Sample Letter #3
State Mitigation Plan Approval

January 1, 2009

Mr. Joe SHMO
State Department of Emergency Management
123 Main Street
Capitol City, US 12345

Dear Mr. SHMO:

I am pleased to inform you that the Federal Emergency Management Agency (FEMA), within the Department of Homeland Security (DHS), formally approves the ***State Hazard Mitigation Plan***, officially adopted by the State on December 15, 2008. The plan is now in compliance with the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5165) requirements for a Standard State Mitigation Plan and is approved from the date of this letter for a period of three years through January 1, 2012.

FEMA Region XI has concluded its review of the referenced plan in conformance with Title 44 Code of Federal Regulations (CFR) Part 201, *Mitigation Planning* and using FEMA's *Multi-Hazard Mitigation Planning Guidance*, the official guidance to develop and review new and updated mitigation plans to meet the requirements of 44 CFR 201. The attached State Standard Hazard Mitigation Plan Review Crosswalk documents the Region's review and the Plan's compliance with all required elements of 44 CFR Part §201.4.

The approval of this plan ensures the continued eligibility of non-emergency Stafford Act funding for the next three years within the State. This includes FEMA's hazard mitigation assistance programs, including Hazard Mitigation Grant Program (at the 15% level), Pre-Disaster Mitigation and Repetitive Flood Claims grant programs, as well as Fire Management Assistance Grant Program and Public Assistance grants (Categories C-G). In addition, the approval of this plan allows the State to be eligible for the reduced cost share (90/10) for grants awarded under the Flood Mitigation Assistance and Severe Repetitive Loss grant programs. Approval of this plan does not convey eligibility or pre-approval of projects contained in this plan. All requests for funding will be evaluated individually according to the specific eligibility and other requirements of the particular program under which applications are submitted.

Sample Letter #3
State Mitigation Plan Approval

Page 2

Prior to January 1, 2012, the State will be required to review and revise this plan to reflect changes in development, progress in statewide mitigation efforts, and changes in priorities, and resubmit an updated plan for FEMA approval in order to continue to be eligible for assistance programs referenced above.

If you have any questions, please contact _____, Community Mitigation Planner, at xxx-xxx-xxxx.

Sincerely,

_____, Director
Mitigation Division

Enclosure

Sample Letter #4
Enhanced State Mitigation Plan

February 18, 2009

Mr. Joe SHMO
State Department of Emergency Management
123 Main Street
Capitol City, US 12345

Dear Mr. SHMO:

I am pleased to inform you that the Federal Emergency Management Agency (FEMA), within the Department of Homeland Security (DHS), formally approves the ***State Enhanced Hazard Mitigation Plan***. This approval modifies the original updated State Standard Mitigation Plan which was approved on January 1, 2009. The plan is now in compliance with the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5165) requirements for an Enhanced State Mitigation Plan and is approved from the date of this letter through January 1, 2012.

FEMA's approval of the State Enhanced Hazard Mitigation Plan was based partially in a review of the State's mitigation program management performance [44 CFR §201.5(b)(2)(iii)(A-D)] over four complete quarters ending the last day of the month immediately prior to submission of the plan to FEMA. Please be aware that when the State submits the updated Enhanced Plan for FEMA approval in three years, the review of the State's mitigation program management performance will cover the full period of time between this approval and the next submission of the State Enhanced Plan, and not just the four quarters immediately prior to submission of the updated plan.

Based on the approval of this Enhanced State Mitigation Plan, at the time of a disaster declaration the State will be eligible to receive increased funds under the HMGP, based on twenty percent of the total estimated eligible Stafford Act disaster assistance (44 CFR §201.5 and §206.432(b)(2)). The attached State Standard and Enhanced Hazard Mitigation Plan Review Crosswalks documents the Region's review and the Plan's compliance with all required elements of 44 CFR Part §201.4 and §201.5.

Sample Letter #4
Enhanced State Mitigation Plan Approval

Page 2

Prior to January 1, 2012, the State will be required to review and revise this plan to reflect changes in development, progress in statewide mitigation efforts, and changes in priorities, and resubmit an updated plan for FEMA approval in order to continue to be eligible for assistance programs referenced above.

If you have any questions, please contact _____, Community Mitigation Planner, at xxx-xxx-xxxx.

Sincerely,

_____, Director
Mitigation Division

Enclosure

Sample Letter #5
Plan Review Notice

January 1, 2009

Mr. Joe SHMO
State Department of Emergency Management
123 Main Street
Capitol City, US 12345

Dear Mr. SHMO:

I am writing to inform you of important information regarding the review of the City of Hazards Local Mitigation Plan. The Federal Emergency Management Agency (FEMA) Region XI office received the plan from the State on November 17, 2008. This is to notify you that we will complete the review of the mitigation plan(s) referenced above within 30 calendar days of this letter.

In accordance with Code of Federal Regulations (CFR) Title 44 - *Emergency Management and Assistance*, Part 201, *Mitigation Planning*, "The Regional review will be completed within 45 days after receipt from the State, *whenever possible*" (44 CFR §201.6). Within the last 45 days, many of our employees have been temporarily deployed to supplement State and local recovery efforts for six declared disasters within the Region. At the same time, Region XI has experienced a significant surge in the number of mitigation plans submitted for review, including the plan(s) referenced above. We can assure you that we have prioritized all mitigation plans submitted for review taking into account both submittal dates and plan expiration dates.

If you have any questions, please contact _____, Community Mitigation Planner, at xxx-xxx-xxxx.

Sincerely,

_____, Chief
Risk Analysis Division